



HEALTH AND FOOD SAFETY

Guidelines for Conference Center Establishments
Offering or Preparing Food

You have indicated participating in an event at the Embassy Suites, City of Frisco Conference Center. A separate permit fee of \$50.00 may be required for each conference center vendor providing food service. Provisions may be made for non-profit vendors. Health and Food Safety must approve the menu items, preparation and serving operations prior to approval of each vendor at the event. Also, Health and Food Safety will inspect the set up of the food vendor in its state of operation.

CALL 972-335-5580 XT. 155
AN APPOINTMENT MAY BE REQUIRED

General:

1. All food service preparation areas must be clean and well maintained.
2. Employees must be free from any diseases and infections that can be transmitted. Employees must maintain a high degree of personal hygiene.
3. Employees must have access to adequate restroom facilities. A notarized letter may be required of an owner providing restroom facilities.
4. Suitable hair restraints including hairnets, ball caps or other hats are required in food preparation areas.
5. Personnel may not eat, smoke, or drink in food preparation areas.

Food Protection:

All food establishments must have a suitable covering over the food preparation, storage, cooking and serving areas. See additional Fire Safety requirements below.

1. All hot foods must be maintained at a temperature of not less than 140°F.
2. All cold foods must be maintained at a temperature of not more than 41°F.
3. All food items must be covered with a lid or some other durable type material or be protected with NSF approved sneeze guards.
4. All food items must be handled with a serving utensil.
5. Gloves may be worn. **Bare hand contact with food is prohibited.**
6. Properly calibrated food service thermometers must be present in the food preparation area. Thermometers must be metal stem and accurate within 2°F. Thermometers shall also be located in all refrigeration and freezer equipment.
7. Potentially hazardous food products shall be held in dry refrigeration that is maintained at 41F degrees or less. Frozen products must be held at 0 F degrees or less. Ice chests may not be used for the storage of potentially hazardous foods.
8. Condiments provided for the customer's use including onions, relish, sauces, peppers, catsup, mustard, etc., shall be dispensed as single service packets, bags or from squeeze-type, shelf-stable containers unless otherwise approved by Health and Food Safety.

9. Baked goods shall be portioned and wrapped prior to sale.
10. Home preparation of food is not permitted.
11. If ice is given to the customer and self-service ice dispensers are not provided, ice and cups shall be given by the vendor to the customer. Ice used for human consumption must be stored separately from iced used to refrigerate drink bottles or cans. Ice storage containers must have open drains to prevent submergence of chilled cans or bottles in melted ice.

Hand Washing:

1. A convenient hand washing facility shall be available within the food preparation area. This facility shall consist of at least running water, not necessarily under pressure, pump soap and individual paper towels.
2. Handwash facilities are not required in a vendor booth or space if only pre-portioned and pre-packaged (by the manufacturer). Handwashing facilities outside the vendor booth or space must be provided at all times at each event and be accessible to all vendor employees.
3. An approved hand sanitizer may also be required and used in conjunction with hand washing. Hand sanitizers are not a substitute for proper handwashing.
4. Food handling personnel must wash their hands as frequently as necessary to keep them clean. Disposable gloves may not be used in lieu of hand washing.

Water Source:

1. Enough potable water shall be available in the vendor space for food preparation, cleaning and sanitizing utensils and equipment, and for hand washing. Water in an individual vendor space should be flowing but need not be under pressure.
2. Handwash facilities outside the vendor space must have water under pressure.

Wastewater and Trash Disposal:

1. Wastewater must be contained during the event and disposed of in the sanitary sewer or an approved on-site sewerage system. Wastewater cannot be disposed of in the grass or on the ground.
2. Covered trash containers must be provided, made of non-absorbent material and rodent-proof. All trash must be bagged.
3. Trash collection areas and servicing must be approved by the Environmental Services Department of the City of Frisco 972.335.5519.

Food Contact Surfaces:

Food contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Where helpful to prevent contamination, effective shields shall be provided. The shields or sneeze guards must meet NSF Standard 2.

Single Service Articles:

Unless otherwise approved, vendors shall provide only single service articles for use by consumers.

Floors:

Vendors that prepare or cook food on site shall have floors within their booth that are impervious and easily cleanable. No carpeted surface directly beneath the food vendor or food preparation area will be accepted. Carpet may be allowed in vendor booths that only provide pre-packaged food or have limited food service such as samples.

Equipment:

Equipment shall be adequate in number and capacity to provide food temperatures as specified above. Equipment shall be installed and located in a way that prevents food contamination and that also facilitates cleaning. All equipment used for the cooking, storing and preparation of food shall have an ANSI-sanitation approved listing and be approved for intended use. Non-ANSI-sanitation approved equipment may be used if only sampling non-potentially hazardous, ready-to-eat items.

Food Storage:

All food and food service equipment shall be stored at least 6" off the floor or ground at all times.

Sanitizing Water:

Vendors requiring food preparation on site must use the three- (3) step process for proper washing, rinsing and sanitizing of food service equipment and utensils. A 3-compartment sink or other approved basin-type set up is recommended to accomplish this process. Other processes may be approved for sanitizing and ware washing. Sanitizing solution must be 50 ppm if chlorine is used, and 200 ppm if quaternary ammonia is used. Test papers must be available on site. In lieu of this requirement, vendors providing limited food service may provide the amount of utensils enough in number to ensure clean contact surfaces with ready-to eat foods at all times.

Personnel Knowledge:

Food Safety training is highly recommended for all Conference Center Events. Food Service workers may pick up a packet of information regarding minimum food safety standards by calling: 972.335.5580 xt. 155. The Health Authority may mandate a Food Handler Certification for a minimum of one or a maximum of all personnel at each vendor booth or space.

Fire Safety:

A fire extinguisher must be provided. All open flames must be pre-approved through the Fire Department (972-335-5525). Grease and drippings from grills must be contained and properly disposed of. Tents and awnings, if used, are subject to a separate permit. A flame-retardant letter must be submitted with permit.